

## **GLASGOW LIFE**

### **EQUAL OPPORTUNITIES POLICY**

1. It is the Policy of Glasgow Life to provide equal opportunities in all areas of its employment including recruitment, education, training, promotion, transfer and terms and conditions of employment.

2. There shall be no discrimination on the grounds of colour, race, nationality, ethnic or national origin, religion and belief, social background, marital status, sex, sexuality, actual or perceived AIDS/HIV status or perceived association with an HIV positive person, age or disability.

This policy applies to all Departments and to all grades and positions.

3. All employees will be recruited, trained and promoted on the basis of ability, job requirements and fitness for work.

4. While the Human Resources Manager will be responsible for developing, advising, implementing, monitoring and reviewing the operation of this policy, it is the responsibility of every manager, supervisor and employee to ensure that the terms of the policy are observed.

5. All employees with responsibility for recruitment and selection for promotion will be provided with appropriate training and guidance.

6. Induction courses for new employees shall include a reference to the Company's policy on equal opportunities.

7. The Company will monitor the existing workforce and the application and effects of the policy. Records of all employees and job applicants will include information regarding sex, age, marital status, nationality, ethnic origin and disability. Where appropriate, as determined by monitoring procedures, lawful positive action, training and encouragement will be considered in areas where particular groups are under represented to make this policy fully effective.

8. Where specific Departments or categories of people require individual policy statements, practices and procedures, these will be produced.

9. If any employee considers that he or she has been unfairly treated or discriminated against, under the terms of this policy, then he or she can make a complaint which will be dealt with in accordance with the agreed procedures.

This policy is in accordance with relevant legislation.